



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

February 2, 2009

Approved
3/30/2009

| MEMBERS PRESENT | MEMBERS ABSENT | PUBLIC | HIV EPI AND OAPP STAFF | COMM STAFF/CONSULTANTS |
|-----------------------------------|-------------------|--------------|------------------------|------------------------|
| Carla Bailey, <i>Co-Chair</i> | Jeff Goodman | Jim Chud | Michael Green | Jane Nachazel |
| Anthony Braswell, <i>Co-Chair</i> | Richard Hamilton | Miki Jackson | | Glenda Pinney |
| Nettie DeAugustine | Angelica Palmeros | Dean Page | | Jim Stewart |
| Whitney Engeran-Cordova | James Skinner | | | Craig Vincent-Jones |
| Michael Johnson | Kathy Watt | | | Nicole Werner |
| Lee Kochems | Fariba Younai | | | |
| Brad Land | | | | |
| Mario Pérez | | | | |

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Agenda, 2/2/2009
- 2) **Minutes:** Executive Committee Meeting, 11/3/2008
- 3) **Minutes:** Executive Committee Meeting, 12/2/2008
- 4) **Agenda:** Commission on HIV Agenda, 2/12/2009

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 11/3/2008 Executive Committee Meeting minutes (*Passed by Consensus*).
MOTION #3: Approve the 12/2/2008 Executive Committee Meeting minutes (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no public comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no additional comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no follow-ups.
8. **CO-CHAIRS' REPORT:**
 - A. **Executive Committee At-Large Members:** Mr. Vincent-Jones reported one nominee for the three seats had withdrawn. Mr. Ballesteros, Dr. Daar, and Mr. Land remained, and Mr. Page was nominated. The election will be at the February Commission meeting.
 - B. **Committee Assignments:** Mr. Braswell reported co-chair and most seat assignments remained the same. The new roster would be presented to the Commission in February.
 - C. **State Budget IOUs:** Mr. Vincent-Jones reported questions about who might be affected by state IOUs. Peg Taylor has been asked to report to the Commission on it as there is no current policy on how to handle such a situation.

9. EXECUTIVE DIRECTOR'S REPORT: There was no report.

10. OAPP REPORT:

- Mr. Pérez reported Year 19 allocations had been finalized contingent on Board approval shortly. Notices were sent to providers the prior week so they would have at least 30 days notice prior to their funding awards. Notices include both summaries of changes and of providers' March through February contracts to facilitate contract negotiations.
- There were some funding shifts pursuant to Commission allocations and Net County Cost (NCC) shifts.
- He reported the County submitted a Minority AIDS Initiative (MAI) carry-over request in October. HRSA had still not replied. Year 2 investments were expected to be the same as Year 1 for the same twelve contractors.
- OAPP recommends investment of the potential \$1.1 million carry-over funds in advanced oral health procedures and laboratory expenses for dentures, crowns and similar needs. Those services would address needs frequently expressed by consumers and would be one-time expenses that do not need to be sustained for future years.
- Mr. Land asked about Benefits Specialty. Mr. Pérez replied that OAPP had identified three providers for the new Benefits Specialty service category effective March 1st, and is crafting a training/certification program under the guidance of Julie Cross. Dr. Green added there would be a meeting February 24th of all Case Management contractors to the first-time allocation of funds by the Commission to Benefits Specialty.
- Ms. Jackson noted the two-year sole source contract of \$653,000 for Benefits Specialty would be discussed at the Agenda Review meeting the following Wednesday. Mr. Pérez said there had been recent instances of resources becoming available late, e.g., MAI where contractors able to respond quickly were identified. The same is true of starting Benefits Specialty within five months. The two-year contracts are not permanent commitments, but will be folded in when the RFP is released.
- Mr. Pérez suggested people call Dr. Green, Mr. Young, or himself when there is confusion about a procurement process. He has apologized for that miscommunication.
- Mr. Engeran-Cordova acknowledged that the procurement process is difficult. He felt, though, OAPP's procurement record on RFP timeliness and accuracy has been poor the last few years, e.g., MAI allocations were determined a year in advance. Mr. Pérez agreed the MAI plan was ready, but OAPP lacked a timely Notice of Grant Award or funding level. The Board will not commit \$2+ million without federal commitment and most providers require a written commitment to start services.
- Mr. Vincent-Jones said the Operations Committee has now created a Procurement Reform Work Group to look at the procurement process, and this year's Assessment of the Administration (AAM) is on MAI. He indicated that information from those processes would inform the discussion.
- He added that, in normal years, the Commission has tried to determine allocations eleven months prior to the year in which they are to be implemented, in order to give OAPP the opportunity to RFP if needed. For different reasons (including Reauthorization), the process has been delayed the past couple of years, but the P&P Committee has never decided allocations less than seven months before the start of the next year. He went on to say that the Commission is cognizant of procurement challenges (for example, approving a first-year MAI contingency plan). On the other hand, he added, the P&P allocated for the new Benefits Specialty service category based on the recommendation of OAPP and understanding that they could implement it.

A. Upcoming Presentations:

- Mr. Vincent-Jones noted OAPP will present on HIV and Aging at the February meeting.
- The OAPP Quality Management Unit will present on Performance-Based Contracting at the March meeting.
- OAPP and the HIV Epidemiology Office will jointly present on the Young Men's Special Project of National Significance (SPNS) at the March meeting.

11. HIV EPIDEMIOLOGY REPORT: Dr. Frye will present the annual report at the February Commission meeting.

12. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Dr. Green said Mr. Vincent-Jones' Continuum of Care presentation was the main meeting subject and well received.
- Mr. Kochems noted the presentation sparked discussion on potential PPC input, e.g., regarding counseling/testing or prevention services. The PPC Co-Chairs would like to discuss coordination with the Commission Co-Chairs.
- Dr. Green said the Executive Committee asked why the PPC Commission seat is non-voting and why the Commission had no PPC seat. Mr. Vincent-Jones said Public Health (then Health Services) required the OAPP and PPC seats to be non-voting during the last revision of the Commission's membership structure. Ms. DeAugustine added that the Commission had opposed making any seats non-voting, but in light of DHS' requirements, ensured that at least one voting seat (in addition to the non-voting seat) would be held by a sitting PPC member. As Ordinance revisions need to be made in the next few months, perhaps Public Health should reconsider whether it still requires the seats to be non-voting. Mr. Pérez added that

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changing the percentages of non-aligned consumers and other demographics on the Commission. Mr. Vincent-Jones said the Commission has suggested a seat on the PPC for years.

- ➡ Staff agreed to facilitate a meeting between the Commission and PPC Co-Chairs.

13. CONSUMER CAUCUS REPORT:

- Mr. Page reported the SPA #3 “Meet the Grantee” drew 50+ attendees. Key topics remain access, information, and oral health. Mr. Land said he received many calls of gratitude for the opportunity to speak with OAPP management.
- A question was asked about provider and caretaker attendees. Mr. Vincent-Jones said the flyer will be revised for clarity in the future to reflect that only consumers should attend.
- The next “Meet the Grantee” will be for SPA #4 in April. Mr. Land stressed preparations for an especially large attendance.

14. STANDING COMMITTEE REPORTS:

A. Joint Public Policy (JPP):

1. **Medicare Part B:** Mr. Vincent-Jones said a new Policy Brief was sent out advising that the Gap Assistance Program would continue through the end of February as permitted by the Commission’s motion. Julie Cross has been working to achieve a permanent solution, but time will run out unless one is found by February 15th. About 60 people have received help.
2. **State Budget:** There was no additional information at the time.

B. Operations:

1. **Member Nominations:** The Committee brought forward the following nominations: Jeffrey Goodman, SPA #5 Provider seat; Sharon Chamberlain, SPA #5 Provider Alternate seat; Marcos Aviles, SPA #1 Consumer Alternate seat; and Eric Daar, HIV Provider seat.

C. Priorities and Planning (P&P):

1. **Comprehensive Care Plan (CCP) Medicare Part D:** Mr. Vincent-Jones reported the plan was submitted to HRSA by OAPP on the Commission’s behalf by the January 5th deadline. The plan met HRSA’s needs, but a few revisions are being made preparatory to publishing it. The final iteration will be presented to the Commission in the upcoming months.
2. **Financial Reports:** Dave Young will present the Annual Financial Report at the February Commission meeting.
3. **Minority AIDS Initiative (MAI):** The MAI Subcommittee is reviewing current status and next year’s allocations.
4. **2009 Priority- and Allocation-Setting:** P&P has made a few process changes to ensure Committee allocations are completed by May to facilitate enacting Medical Care Coordination by 2010.
 - ➡ OAPP will provide its RFP schedule to the Commission to enhance coordination and discussion, e.g., it can help SOC coordinate standard review.

D. Standards of Care (SOC):

1. **Standards of Care:** Language Interpretation and Medical Outpatient (with Medical Specialty imbedded) are being forwarded for approval. An expert review panel is being formed for Housing Case Management though it has no current allocation.
2. **Standards Publication:** A designer and copy editor have been hired. Publication is planned for June.

15. **NEXT STEPS:** The new assignment list system will start generating timely meeting follow-up information in about a month.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 11:35 am.